



MEETING MINUTES

Meeting of the Board of Library Trustees of the La Grange Park Public Library District was held July 15, 2020 at 7:00pm, in the library, 555 N. La Grange Road, La Grange Park, IL 60526.

1. President Pro-Tempore Swainson called the meeting to order at 7:00 pm.
2. Upon roll call, the following were present: David Swainson, Secretary Snow, Trustee Clement, Trustee Demes-O'Brien, and Trustee Donaldson. Absent: President Whitman, Vice President Gies.
3. Pledge of Allegiance
4. Introduction of visitor(s): None
5. Public comment: None
6. Staff report: Statistics were noticeably high this month due to new e-resources collections and home delivery.
7. Trustee reports: None
8. Treasurer's Report – see enclosed financial report for FY 2019-20. The Library ended the year on a high note with a surplus. The Board is in favor of Buckson drafting a resolution for the transfer of the \$185,000 surplus into the Special Reserve account.
9. Snow motioned, seconded by Clement for approval of the Consent Agenda. Roll call vote: 5 Ayes, 0 Nays, 2, Absent 2. Consent Agenda approved.
 - a. Minutes of previous meeting(s)
 - b. Invoices to be paid in the amount of \$ 72,219.41
Checks from Wintrust numbered 35400 - 35438
10. Unfinished business:
 - a. Discussion of Phased Reopening Plan-We are moving forward slowly. We hope to open browsing soon, but we want to make sure that we open the collection to patrons with staff safety in mind.
 - b. Snow motioned, seconded by Donaldson to approve the Request for Qualifications (RFQ) document for construction management services. Roll call vote: 5 Ayes, 0 Nays, 2 absent. Motion approved.
11. New Business:
 - a. Snow motioned, seconded by Clement, to approve tentative Budget & Appropriations for FY 2020-21. Roll call vote: 5 Ayes, 0 Nays, 2 absent. Motion approved.
 - b. Snow motioned, seconded by Clement to set a date for a Public Hearing on August 19, 2020 at 6:45pm. Roll call vote: 5 Ayes, 0 Nays, 2 absent. Motion approved.
 - c. Snow motioned, seconded by Clement, to approve Interlibrary Loan policy. Roll call vote: 5 Ayes, 0 Nays, 2 absent.
 - d. Snow motioned, seconded by Clement, to approve Patron Conduct Policy. Roll call vote: 5 Ayes, 0 Nays, 2 absent.
 - e. Snow motioned, seconded by Clement, to approve Meeting Room Policy. Roll call vote: 5 Ayes, 0 Nays, 2 absent.
 - f. Snow motioned, seconded by Donaldson, to approve Investment of Public Funds Policy. Roll call vote: 5 Ayes, 0 Nays, 2 absent.
 - g. Review of Reference Policy - The Board reviewed the policy.
12. Communications (includes emails to the board): Included in the packet.
13. Executive session
14. Final action on executive session
15. Adjournment-Snow/Clement. All in favor at 7:45 pm